

City of Redmond, Washington
Purchasing Division, M/S: 3NFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

RFP 10600-17/DKK
Request for Proposals

Firefighter Application & Testing Services

The City of Redmond is seeking proposals to provide initial testing and hiring services for firefighter candidates.

The City of Redmond, Washington requests interested parties to submit proposals for the above referenced Request for Proposal (RFP).

Scope of Work

The City of Redmond is looking to contract with a company to provide access to pre-screened firefighter candidates for employment consideration. The purpose of this request is to solicit proposals to help facilitate an effective recruitment and initial pre-employment testing process. The complete Scope of Work is attached, as Attachment A, and shall be incorporated into this RFP by this reference.

Term

Upon selection of a Consultant, the City intends to enter into an initial two-year agreement from January 1, 2018 to December 31, 2019, with two optional one-year renewal terms, for a potential maximum total term of four years (see Attachment D – Option for Renewal).

Background

The City of Redmond is a vibrant urban community serving an evening population of approximately 57,000 that swells to over 110,000 during weekday work hours. The City is growing in both its urban centers (Downtown and Overlake) as well as the surrounding neighborhoods. The Fire Department's operating budget for the current 2017-18 biennium is approximately \$59 million, which includes 167 full-time equivalent positions.

Response Due Date/Time

2:00PM (local time) on Friday, December 22, 2017. The City of Redmond – Purchasing & Contracts Division must receive proposals no later than said date and time. Proposals received after such time will be returned unopened. Proposals may be hand-delivered or mailed:

Hand-Delivery:

Redmond City Hall
Purchasing Division, MS: 3NFN



15670 NE 85th Street
Redmond, WA 98052
(Drop off on 2nd floor at the Customer Service Desk)

U.S. Mail:

City of Redmond
Purchasing Division, MS: 3NFN
PO Box 97010
Redmond, WA 98073-9710

No emailed or faxed responses will be accepted. It is the respondent's responsibility to ensure that any mailed proposals are received by Purchasing on time. Please place solicitation/RFP number on delivery envelope.

Response Requirements & Format

All costs for developing proposals in response to this RFP are the obligation of the respondent and are not chargeable to the City. The respondent must bear all costs associated with the preparation of the proposal and of any oral presentation requested by the City. All proposals and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent. Proposals cannot be withdrawn after the published close date.

Proposals must include all information requested and meet all specifications and requirements outlined in this RFP. The following submittals must be part of your proposal; if any are not included, your proposal may be judged as non-responsive. A committee will evaluate the submitted proposals. During the evaluation process, the committee and the City of Redmond reserve the right to request additional information or clarification from firms responding to this RFP. A complete response will include:

- 1) Executive Summary & Overall Approach – Summarize your proposal and include your firm's qualifications and contact information. The summary should discuss your overall approach, understanding of identified work, and your strategy for completing the work.
- 2) Experience & Capabilities – Describe your level of industry experience and capabilities/expertise in the proposed firefighter application and testing services. Identify the individual you propose to assign as principal and any associate(s).
- 3) Pricing Methodology – Provide price estimate. Any additional expenses that are to be included as part of your proposal must be listed as separate line items and must include both the total anticipated expenses to be claimed and nature of the expenses (such as: office supplies, lodging, meals, etc.).
- 4) References – Include a list of references (with contact name and telephone number) of at least three (3) recent or current involvements in similar programs. The City reserves the right to contact references without prior notification.
- 5) Business Name – Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and **must be signed** by a person duly



authorized to legally bind the person, partnership, company, or corporation submitting the proposal. A corporation must indicate place and date of incorporation.

- 6) Copies – The City requires two (2) printed response copies, unbound, on double-sided pages, consisting of no more than eight (8) total pages of content along with one (1) electronic version of your response. One page is equivalent to one side of an 8.5"x11" (letter size) sheet of paper. Staff resumes and work samples, if submitted, do not apply against total page count.
- 7) Business License – Provide a statement to the effect that you understand and agree to obtain a City of Redmond business license as a requirement for performing these services. A city business license application can be found at: <http://www.redmond.gov/BusinessLicense>. If your place of business is not located within the city limits, but you or your agents will be physically coming into the city to conduct business, call on clients, or provide services, you will need a Redmond business license.
- 8) Valid Time Period – Provide a statement indicating the number of calendar days the proposal shall be valid for (the City's minimum number of days is 60).

Selection & Award

All interested parties are requested to provide a response containing all required elements herein to the City of Redmond at the stated address by the deadline given.

The City intends to enter into a two-year agreement with the respondent who provides a proposal that, in the opinion of the City, best meets all of the below listed evaluation criteria (receives the highest score) as determined by a selection committee. The City reserves the right to conduct interviews with selected respondents as necessary to complete its evaluation.

Evaluation Criteria	Weight
Proposed Fees	30pts
Project Approach and Understanding	30pts
Qualifications and Capabilities – the respondent should highlight their experience and ability to perform work as outlined in the Scope of Work	40pts
Total	100pts

Terms of the agreement are outlined in this RFP and include the following solicitation documents:

- RFP 10600-17/DKK
- Attachment A, Scope of Work
- Attachment B, Consulting Services Agreement
- Attachment C, City of Redmond Standard Terms and Conditions
- Attachment D, Option for Renewal



The City of Redmond reserves the right to reject any or all proposals and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond and respondents to this request have no appeal rights or procedures guaranteed to them.

Contracting Notice

Upon selection of a Consultant, the City will issue a contract to procure the identified services as specified in the Scope of Work. The attached Consulting Services Agreement, as Attachment B, shall be used to secure these services and will be the governing document; a copy of this document is attached and shall be incorporated into this RFP by this reference. No substitute terms, conditions or amendments to these terms will be allowed and may deem such a proposal as non-responsive.

Insurance

The selected firm must have insurance as outlined in the Consulting Services Agreement (Attachment B).

Terms and Conditions

Any forthcoming contract will be in accordance with City of Redmond Standard Terms and Conditions (Attachment C) and the requirements of this solicitation. No change or deviation from the terms set forth in this document is permitted without the prior approval of the City.

Public Disclosure Notice

All materials provided by the respondent are subject to State of Washington and applicable County (e.g. King County) public disclosure laws, per RCW 42.56. Any information contained in the proposal that the respondent desires to claim as proprietary or confidential must be clearly designated, including page with particular content identified. The legal exception(s) from disclosure are very specific. The City will try to respect all material identified by the respondent as being proprietary or confidential, but requests that respondent be highly selective of what they mark as such. The City will make a decision predicated upon applicable laws and can choose to disclose information despite its being marked as confidential or proprietary. Marking the entire proposal as proprietary or confidential, and therefore, exempt from disclosure will NOT be accepted or honored, and may result in disclosure of the entire proposal or disqualification of the proposal solely at the discretion of the City. Documents identified as confidential or proprietary will not be treated as such if public disclosure laws take precedence, the information is publicly available, the information is already in the City's possession, the information is obtained from third parties without restrictions on disclosure, or the information was independently developed without reference to the confidential information.

Cooperative Purchase Language

The City of Redmond has entered into intergovernmental (Interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the respondent agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. Only those public agencies that have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing a purchase by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase order from the public agency, directed to the respondent or other party contracting to furnish goods or services to the City of Redmond. The City of Redmond will not accept responsibility for purchase orders issued



by other public agencies.

This offer of cooperative purchasing shall be extended by the respondent to cover the City's contract duration (for any subsequent purchase agreements/contracts resulting from this RFP) or 90 days post award (for one-time purchases).

Questions/Inquiries

Please direct any questions concerning this Request for Proposal or the City's requirements to the City agent listed below. No other City official or employee is empowered to speak for the City with respect to this request. Any information obtained from any other source shall not be binding and may disqualify your response.

Debbie Keranova
Sr. Purchasing Agent
Email: dkeranova@redmond.gov
Tel: 425-556-2159

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